



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



JOB OPPORTUNITY

**OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS
BUREAU OF SPECIAL EDUCATION
PROCESSING TECHNICIAN**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: Candidates must be on a current Processing Technician examination list

Location: 165 Capitol Avenue, Hartford, CT

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting#: 58089

Salary: \$45,360 - \$59,316

Closing Date: May 19, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Processing Technician exam and be on the current certified list promulgated by the Department of Administrative Services for this classification.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. State employees who have attained permanent status and are eligible for appointment may also apply.

EXAMPLES OF DUTIES:

Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:**Knowledge, Skill and Ability:**

Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

EXPERIENCE AND TRAINING:**General Experience:**

Three (3) years' clerical work experience.

Special Experience:

One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Preferred Experience:

Candidate must be organized and able to multi-task in a fast-paced work environment; experience managing confidential records; experience in working with Microsoft Excel and Access; demonstrated ability to work independently with minimal supervision; demonstrated experience as direct point of contact with stakeholders; ability to interpret and apply state statutes.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents to:

**State Department of Education
165 Capitol Avenue, Room 359
Hartford, CT 06106
ATTN: Lystra Julien
TEL: 860-713-6912**

Please note: Applications will be accepted via U.S. mail or hand delivered only.

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